

# Mechanical Permit Application

## Otsego County Land Use Services Department

1322 Hayes Road, Gaylord MI 49735  
 989.731.7400 Phone 989.731.7419 Fax  
[www.otsegocountymi.gov](http://www.otsegocountymi.gov)

**Property Information:**

<b>Owner</b>	<b>Permit #:</b>		
	<b>PM</b>		
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	

**Permit Information:**

**Applicant:**  Mechanical Contractor  Work being done by owner

**Name:** ( Mechanical Contractor ) **State License Number**  **Expiration Date**

<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone</b> <input type="text"/>	<b>Mobile</b> <input type="text"/>	<b>Fax</b> <input type="text"/>	
<b>Email</b> <input type="text"/>			

**Category: (select one)**

Building (Accessory) - Commercial		Mechanical - Exhaust Systems	
Building (Accessory) - Residential		Mechanical - Fire Protection	
Building (Alter,Enlarge,Repair) - Commercial		Mechanical - Fuel Storage	
Building (Alter,Enlarge,Repair) - Residential		Mechanical - Miscellaneous	
Building (New) - Commercial		Mechanical - Piping	
Building (New) - Residential		Mechanical - Refrigeration	
Mechanical - Appliances		Mechanical - Safety	
Mechanical - Boilers - Water Heaters		Mechanical - Underfloor / Underground	
Mechanical - Chimneys and Vents			

**Invoice Item Description:**

	EA	QTY	Total		EA	QTY	Total
Application Fee	35.00			Piping - (\$ .10 per ft) + \$20	0.10		
Air Handlers - 10,000 <=	16.00			Refrigeration	20.00		
Air Handlers - 10,000 >	46.00			Solar (per panel)	16.00		
Appliance - Gas/Oil Equipment	24.00			Tank / Regulator	18.00		
Appliance - Solid Fuel Equipment	31.00			Unit Heaters - (terminal units)	12.00		
Boiler	24.00			Unit Ventilators	8.00		
Chiller / Cooling Tower	25.00			Water Heater	4.00		
Chimney, B Vent, PVC Vent	20.00			Inspection - Appliances	50.00		
Coils ( cool / heat )	24.00			Inspection - Boiler	50.00		
Compressors	28.00			Inspection - Final	50.00		
Ducts - (\$ .10 per ft) + \$20	0.10			Inspection - Fire Protection	50.00		
Exhauster Fans	8.00			Inspection - Plan Review	50.00		
Fire Protection (\$ .50 per head)	0.50			Inspection - Refrigeration	50.00		
Heat Pumps	24.00			Inspection - Rough	50.00		
Heat Recovery Units	8.00			Inspection - Safety	50.00		
Hoods - Commercial	46.00			Inspection - Solid Fuel	50.00		
Humidifiers / Air Cleaners	12.00			Inspection - Underfloor/Ground	50.00		
Piping - (per opening)	4.00			<b>Grand Total</b>			

**Work Description:**

	<b>Cash / Checks / Credit Card</b>

<b>Applicant Signature:</b>	<b>Date</b>

## INFORMATION / INSTRUCTIONS

### Inspections: Scheduling

To schedule inspection call (989) 731-7419 . **Information needed: Permit Number; Inspection Type; Inspection Date Requested.**

**Mechanical** inspections are performed on **Tuesday** and **Thursday**. **Inspections must be received prior to 8:00 AM.**

**NOTE: NO WORK SHALL BE CONCEALED UNTIL INSPECTION REQUESTED IS APPROVED.**

### Inspections: Requests (MBC 110.5) (MRC 109.3)

It shall be the duty of the permit holder or their agent to notify the building official that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.

### Inspections: Approval Required (MBC 110.6) (MRC 109.4)

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official upon notification shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or shall notify the permit holder or agent of the permit holder wherein portion of the construction fails to comply with this code. The notification shall include specific reference to the code chapter and section numbers in violation in writing. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

### Permits: When Required (MBC 105.5) (MRC 105.5)

Any owner, authorized agent or contractor who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

### Permits: Work Exempt from Permit (MBC 105.2) (MRC 105.2)

Exemption from the permit requirements of the code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provision of the code or any other laws or ordinances of this jurisdiction.

**Mechanical** permits shall not be required for any of the following: (i) A portable heating or gas appliance that has inputs of less than 30,000 BTU's per hour. (ii) Portable ventilation appliances and equipment. (iii) A portable cooling unit. (iv) Steam, hot water, or chilled water piping within any heating or cooling equipment or appliances regulated by this code. (v) Replacement of any minor part that does not alter the approval of equipment or an appliance or make such equipment or appliance unsafe. (vi) A portable evaporative cooler. (vii) Self-contained refrigeration systems that contain 10 pounds or less of refrigerant, or that are actuated by motors of 1 horsepower or less. (viii) Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid. (ix) An oil burner that does not require connection to a flue, such as an oil stove and a heater equipped with a wick. (x) A portable gas burner that has inputs of less than 30,000 BTU's per hour. (xi) When changing or relocating a gas meter or regulator, a permit is not required when installing gas piping which shall be limited to 10 feet in length and not more than 6 fittings.

### Permits: Expiration (MBC 105.5) (MRC 105.5)

Every Permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

### Permits: Violation Penalties (MBC 114.4) (MRC 113.4)

It is unlawful for any person, firm, or corporation to violate a provision of the code or fail to conform with any of the requirements thereof, or erect, construct, alter, extend, repair, move, remove, demolish, or occupy any building, structure, or equipment regulated by the code, or cause work to be performed or done in conflict with or in violation of the approved construction documents or issued under the code. A violator shall be assessed a fine in accordance with the act.

### Applicant Signature:

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.

### Applicant Signature: Work being done by Home Owner

I hereby certify the **Mechanical** work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the **Michigan Mechanical Code** and Shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the **Mechanical Inspector**.